



UNITED STATES DEPARTMENT OF EDUCATION

Office of Student Financial Assistance Programs

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December 14, 1999

Dr. James J. Ross
President
Mount St. Clare College
400 North Bluff Boulevard
Clinton, Iowa 52732

Certified Mail
Return Receipt Requested
Receipt #: Z445703828

PRCN: 199940716575

Dear Dr. Ross:

We received both of Mount St. Clare College's (MSC) September 30, 1999 responses to the Department's August 31, 1999 program review report. The institution responded to most of the issues addressed in the program review report. Before the program review can be closed, we need some additional clarification. Please provide the information requested below.

1. Crime Statistics Not Accurately Disclosed – Annual Campus Security Reports

(a) All Crimes Not Reported

Based upon the institution's response to this finding, the following crimes were reported on time:

- 2 Aggravated Assaults in 1994-95
- 1 Weapons Arrest in 1994-95
- 1 Motor Vehicle Theft in 1996-97
- 1 Sex Offense, Forcible in 1998-99
- The burglaries and arrests listed in the 1998-99 report that are attributable to calendar year 1998

The institution's response indicates the institution previously "omitted" the following ten incidents but is now including them in the revised statistics:

- 4 Burglaries (12-25-93, 12-17-94, 2-22-95, and 2-8-96)
- 3 Aggravated Assaults (11-1-95, 10-25-96, 4-17-97)
- 2 Sex Offenses, Forcible (9-18-94 and 8-28-97)
- 1 Liquor Law Arrest (2-24-98)

For the incidents discussed below, we are requesting additional clarification:

1. ***Domestic Violence Incident on 1-20-95*** – MSC indicated in its response that it determined this incident was an aggravated assault. As a result, MSC was going to revise its statistics. The original statistics listed two aggravated assaults in 1994-95. The revised statistics still list only two aggravated assaults in 1994-95. Please explain.
2. ***Sex Offense, Forcible on 9-9-95*** – MSC indicated that it did not have sufficient information to determine whether or not this was a reportable offense. The police incident report summary obtained by the Department for incident #95007900 lists the incident type as “SEX OFF F.” Given this designation by the police department, please provide a complete explanation of the basis for your conclusion that this incident should not be reported.
3. ***Aggravated Assault on 7-26-96*** – MSC indicated this incident was determined to be a simple assault and, therefore, not reportable. However, the summary of administrative action cases given to the Department by MSC lists the event as an aggravated assault. Given this designation of the assault as “aggravated,” please provide the basis for your conclusion that this incident should now be classified as a simple assault.
4. ***1996-97 “Girlfriend” Incident*** – MSC's response did not address the incident discussed on pages six and seven of the program review report. MSC's Dean of Students described an incident where a student “beat up his girlfriend.” The Dean stated this incident took place on campus. The Dean cited this incident as an example of administrative action taken in cases of severe behavior when the school cannot wait, for safety concerns, for the Judicial Board to convene. Please explain the lack of an incident report as required by MSC procedures and the basis for not including this incident on the campus security reports.
5. ***Aggravated Assault on 6-13-97*** – MSC indicated that this incident was reported on the 1996-97 campus security report. However, the July 31, 1997 and the June 1, 1998 campus security reports list NO aggravated assaults for 1996-97. The June 1, 1999 campus security report lists only two aggravated assaults for 1996-97. MSC separately stated that two other aggravated assaults (October 25, 1996 and April 17, 1997) would be included in the revised statistics. MSC must explain where the June 13, 1997 aggravated assault is actually reported or must revise its statistics.

6. *Aggravated Assault on 9-12-97* – MSC claimed this as a non-reportable offense, but failed to explain the basis for this conclusion. MSC simply indicated that “No information was provided to the Dean of Students by either of the parties to determine whether, in fact, this incident should be classified as an aggravated assault.” This incident involved Keeno Simms. The administrative action summary lists an expulsion on September 12, 1997 for a physical assault. However, the only documentation of the incident is a withdrawal form. The form indicates the reason for withdrawal is “dismissed for violation of probation (conduct reasons).” MSC must explain what happened in this incident and why it is not a reportable incident.
7. *Sex offense, Non-forcible on 11-7-98* – MSC indicated that it did not have sufficient information to determine whether or not this was a reportable offense. The police incident report summary obtained by the Department for incident #98008127 lists the incident type as “SEX OFF NONF.” The comments indicate that “(C) REPORTS SEXUAL ABUSE TO SUBJECT.” The location of the incident is listed as Mount St. Clare College. Given this designation by the police department, please provide a complete explanation of the basis of your conclusion the incident should not be included on the campus security report.

We accept MSC's explanation for the remaining three incidents discussed in the program review report: (1) Weapons arrest on November 1, 1995; (2) Second aggravated assault on October 25, 1996; and (3) Aggravated Assault on November 12, 1998. As a result, the institution was not required to have reported these incidents on its campus security report.

(b) Wrong Standard and Wrong Reporting Period

MSC must include, with its response to this letter, a detailed explanation of the system for collecting information from the Clinton Police that it has developed since July of 1999.

2. Campus Security Information Not Made Available To Prospective Students And Employees

MSC stated that the College viewbook (admissions pamphlet) provided with its response is mailed to all prospective students. The institution stated that the viewbook informs students that the offices of Student Affairs and Admissions have copies of the Campus Security Report and that the report is available on the institution's website. When did MSC start distributing this version of the viewbook? The version received from the admissions office at the time of the review did not contain any notifications of these. Furthermore, the viewbook sent in response to the program review contains the

notification, in what appears to be 8-point type, on the inside back cover underneath informational reply cards. This placement is not very conducive to students being able to locate this information and request the report. Also, the notification statement provided in the institution's response does not inform students how to request a hard copy of the report. MSC must modify the notification statement to include this information.

3. Statements Of Policy Omitted Or Incomplete

Four statements of policy were found to have either been omitted or to have been incomplete. These policies are: (1) Timely Warning Information; (2) Security, Access, Maintenance Concerns Regarding Campus Facilities; (3) Informational Programs; and (4) Sexual Assault Prevention Programs and Procedures for Reporting a Sex Offense. MSC indicated none of the policies listed in this finding were included in the institution's Campus Security information before the June 1, 1999 DRAFT campus security report. In its response to this letter, MSC must indicate when each of the four questioned policies became part of the institution's campus security statement.

MSC indicated that it is in the process of revising the format and content of the Campus Security Report and that a copy of the revised format would be forwarded to this office upon completion. We have not yet received a copy of the revised report. If a copy is available at the time MSC responds to this letter, please include it with the institution's response.

Mount St. Clare College should submit its response to this letter directly to Mr. Steve Dorssom by **January 21, 2000**. If you have any questions concerning this report, please call Mr. Dorssom at (816) 880-4054.

Sincerely,



Ralph A. LoBosco, Area Case Director
Kansas City Case Management Team
Case Management and Oversight
Student Financial Assistance Programs

cc: Mr. David L. Womack, Dean of Student Affairs
Mr. Paul Brookmeyer, CPA, Director of Administrative Services